

Indianapolis Marion County Police Department (IMPD) Local Law Enforcement Agency (LEA) Checks

Effective May 16, 2016

Effective immediately, this policy/procedure replaces the previously released notice entitled *Interim IMPD LEA Searches 2014_update 8.26.14*. The option to visit the Citizen's Desk at the City County Building in Indianapolis is still unavailable, and we continue to work with the City to find a solution. LEA checks for IMPD: This applies only to searches completed for Marion County, Indiana. Any fee associated with obtaining the required checks is not the responsibility of DCS. The website does have a procedure for seeking a fee waiver for non-profit agencies.

NOTE: An Indiana State Police Limited Criminal History Search **does not meet the requirement** of an LEA search from IMPD.

IMPD LEA searches are done by completing an Incident Reports search at the below web link.

https://pay.indy.gov/incident_reports

- Complete search as "Individual Search". Repeat this process for each alias name or combination of names that is possible and the subject of the check has or may have used in his/her lifetime.
 - After entering the name to be searched, but before clicking the SUBMIT button, **print*** the screen showing the name you are submitting.
 - ***NOTE**-See special instructions below on printing from this website
 - If no results return under that subject's name search, document this by writing "*No Results Returned*" on your printed copy showing the name you submitted. Sign and date the paperwork.
 - If results return, **print*** the list of returned Incident Reports.
 - Review each returned Incident Report and Purchase (Open) those Incident Reports which match the subject's name AND residential address that the subject resided currently or previously.
 - **NOTE**-prior to beginning this process ensure you have all residential addresses the subject has resided in Marion County, Indiana.
 - **Print*** the Incident Report just purchased.
 - If the incident does involve the subject being searched but the run did not result in the subject being arrested, on your printed copy of the Incident Report you purchased, make a note "resulted in no arrest", sign and date.
 - If the incident does involve the subject being searched and an arrest resulted from the search, follow up on this arrest by checking the www.mycase.in.gov for a court disposition related to that arrest and printing the disposition. If there is a conviction that results, please follow the guidance in DCS Child Welfare Policy, Chapter 13 using the appropriate Section corresponding with the purpose you are completing the check.

- *Printing from https://pay.indy.gov/incident_reports
 - Currently the ability to print from this website is not functioning correctly, and we have come up with the following workaround for printing.
 - Please copy what is on the computer screen utilizing the Print Screen key on your keyboard.
 - Open a blank Microsoft Word document.
 - Click anywhere inside the blank Microsoft Word document and utilizing a paste function transfer the copied image of your computer screen onto the Microsoft Word document.
 - Print the Microsoft Word document. Document your findings, sign and date this hardcopy.
 - File completed check following the guidance in DCS Child Welfare Policy, Chapter 13 using the appropriate Section corresponding with the purpose you are completing the check.